



Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance screening.

Position: Athletic Coordinator
Requisition: 14-002
Department: Parks and Recreation
Position #: 0089-001
Opening Date: October 6, 2014
Closing Date: Until filled
FLSA Status: Non-Exempt
Hourly Pay Range: \$15.43 per hour - \$19.29 per hour

GENERAL DESCRIPTION:

Employees in this class are responsible for developing, promoting, coordinating and implementing athletic and recreation activities and programs, including but not limited to football, cheerleading, track, baseball, basketball, and soccer, as well as other leisure sports. Supervision is received from the Athletic Manager.

ESSENTIAL JOB FUNCTIONS: This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

Develops and coordinates the implementation of athletic and fitness programs to meet the needs of the entire community.

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Assists with coordination of various athletic program activities.

Manages the inventory of equipment, uniforms and materials, including storage, distribution and collection.

Researches and introduces new prospective sports activities, equipment, and materials to Athletic Manager and staff for consideration.

Assists the Athletic Manager in serving as a liaison between the Department and schools with regard to the use of athletic fields and facilities.

Evaluates staff reports and performs visual assessments of athletic fields and facilities, coordinates maintenance needs with Park Superintendent.

Works in an administrative team environment.

Prepares reports for the Athletic Manager regarding program developments, activities, and concerns.

Facilitates communication between staff, parents, coaches, and athletes.

Supervises Athletic Supervisors, volunteers and contractors.

Recruits and trains staff and volunteers.

Makes recommendations regarding hiring, discipline and promotion of subordinates, authorizes leave and overtime; evaluates and rates employee performance.

Safely operates an automobile for the purpose of attending meetings, picking up supplies, equipment and preparing for athletic activities at numerous recreational facilities.

Performs special projects and other related work as required.

Note: The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

Knowledge of sportsmanship conduct, rules, and regulation of various sports. Knowledge using database software, internet, spreadsheet and word processing software.

Ability to communicate effectively in oral and written form; ability to complete grant applications/proposals and required reports; and must have the ability to be highly organized.

Must be able to use the ActiveNet program registration software or learn to use it within six months of employment.

Education & Experience: Associates degree or 60 college credit hours from accredited college or university required; One (1) year of experience in sports programming for youth, adults, and seniors; or any equivalent combination of relevant training and experience required. Bachelor's degree in Recreation, Public or Business Administration or a closely related field from an accredited college or university preferred. Must possess and maintain a valid Florida Driver's License and satisfactory driving record throughout employment. First Aid and CPR certified preferred. Applicant must be able to work some holidays, weekends and evening hours.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. Must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office and moderately loud in other areas in the field. The employee is expected to use standard office equipment and common recreation equipment.

**To apply please complete and deliver a
City of Miami Gardens Application Form to:**

**Human Resources Department, City of Miami Gardens
18605 NW 27 Avenue, First Floor, Suite 126 East
Miami Gardens, FL 33056
Or
Fax to: (305) 474-1286**